

## Guidelines for Applying for a Council Job

The Sorell Council seeks to employ the most qualified person for the job at hand. In order to do that, we need your help to be able to fairly and accurately assess your qualifications, experience and skills. By attempting to standardise the way applicants submit information to us, we can more fairly assess each person's abilities which helps us pick the most qualified person for the job. It also ensures that we comply with the section of equal employment opportunity in our policy of Equity in the Workplace and Procedures.

Selection Criteria is the method used by Council as the starting point to help us determine the most qualified person for the job. The description of each job at Council has both Essential and Desirable Criteria. These criteria are stated generally in the job advertisement you read in the newspaper or found on the Internet. To get the specifics, you can contact the Human Resource Officer or go to [www.sorell.tas.gov.au](http://www.sorell.tas.gov.au) under "Employment Opportunities". The position description contains specific information relating to the job and the selection criteria that must be addressed to be considered for an interview. The selection criteria is where you tell us about yourself.

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### THE ADVERTISEMENT

Council endeavours to reach as many potential applicants as possible. We generally advertise in *The Saturday Mercury* in the Employment Section. We also advertise on our Internet page.

The advertisement gives a brief description of the job and the skills that you will need to successfully compete with other applicants. The advertisement will also tell you the name of the person at Council to contact for more information about the job.

The advertisement will also give information on how to get a copy of the Position Description. The Position Description lists the Selection Criteria, Essential and Desirable, plus gives other information about the position. It may be sent to you via regular mail, email, over the internet, or you may pick up a copy from 47 Cole Street, Sorell.

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### ESSENTIAL AND DESIRABLE CRITERIA

The Essential Criteria **must be met** if you are to fulfil the responsibilities of the job. You must show us **that** you meet them and **how** you meet them. If you do not show us these two things, it is highly unlikely that you will be considered any further. Unfortunately, your submission will go in the "Unsuccessful" pile.

The Desirable Criteria enhance your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria, but illustrating that you do will improve your chances considerably.

If many applicants meet all of the Essential Criteria as well as all of the Desirable Criteria, the Selection Panel will compare them and choose those who **best meet** the Essential Criteria for an interview.

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## WRITING YOUR SUBMISSION

This is an important step because **what you write and how you write it** will determine whether you will be selected for an interview.

The first page of your submission should include your name (this should be included on each page), your address and a daytime phone number where you can be reached. You might also like to tell us why you have decided to apply for the position and any other information that you feel is important for us to know. We **do not** need to know your age, gender, race, marital status or any other personal information that doesn't pertain to your qualifications for the job at hand.

The second page should be reserved for the Essential Selection Criteria and if space permits, the Desirable Selection Criteria. The best method to follow is to list the first Criterion and then explain clearly how you meet it. Go on to the second Criterion, list it, and then explain clearly how you meet it, etc.

Some criterion will only require that you say that you have one. An example might be that you are required to have a drivers licence. Tell us what class licence you have and what state issued it. That will suffice. Normally you will want to write one or more paragraphs on each criterion or you may write it in point or bullet form. It is not sufficient to say that you are familiar with the subject. Try to demonstrate how and why, and by all means, don't assume we know something...tell us!

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## QUALIFICATIONS

The next part of your submission should include a current resume or curriculum vitae. Included with your current resume or listed separately should be any relevant qualifications, certificates or licences you may have. If your qualifications are from overseas, you should include copies with English translations.

You may also want to include copies of academic transcripts. Please be sure that you send copies and not the originals. If we need to see the originals for some reason, we will give you the opportunity to produce them.

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## EXPERIENCE

Relevant industrial or commercial experience means that you have been employed or self-employed for the length of time specified in the advertisement in the area of work for which you are applying. Sometimes a Criterion may specify that you have been employed in a certain position for a minimum length of time. Your resume should include both the month and year that you began employment and left employment for each particular employer.

Your resume or curriculum vitae should include your previous positions held, both in Australia and/or overseas. Each entry should show:

- The name of the organisation where you worked
- How long you were in each position

- The type of work you did
  - Your main accomplishments and achievements
  - Your primary responsibilities
  - Special areas of knowledge that you needed for the job
  - Any special technology you used
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## **REFEREES**

Choose your referees carefully! Please list two or three that the Selection Panel may call to get more information about you. At least one should be a recent supervisor. Don't forget to give us a phone number for each one where he or she may be reached during the day.

It is also important that you let the referees know that you have given us their name and phone number, and that you tell them that we may be in contact with them. You might give them an idea of the Selection Criteria so that they will be ready to discuss those issues with us if we call.

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## **PRESENTING YOUR SUBMISSION**

Your completed submission is now ready to present for consideration. Please do not bind it or put it into a folder or cover. All we would like you to do is staple it in the corner. Mail it to the address indicated in time that it will reach us by the closing date. You may also bring it into our office or submit it by email, but it must be received by the closing date! If you are not sure about the address or closing date, please call the Human Resource Officer listed in the advertisement.

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## **AFTER YOUR SUBMISSION HAS BEEN RECEIVED**

Once the closing date has passed, the Selection Panel reviews all submissions received by Council. It is their responsibility to thoroughly go through each submission and choose the most qualified people to be interviewed.

When the Selection Panel has gone through each and every submission, they meet to determine the most eligible people. Those people will be contacted for an interview.

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## **THE INTERVIEW**

The Human Resource Officer will contact you by phone to tell you that you have been selected for an interview, and we will try to notify you at least three days in advance.

Generally, three people will interview you. There will always be a minimum of one male and one female on the Panel and at least one of the members of the Panel will be familiar with the work to be done in the job. No member of the Panel will have a close, personal relationship with any of the Interviewees.

The Selection Panel will ask each Interviewee the same pre-determined questions. These questions will be based on the Selection Criteria, and other questions directly related to the job. The Panel will write down key words on their interview forms and rate each answer you gave

from 1 (poor) to 5 (excellent) based on how well they feel you answered the question. They will also determine how they feel you could do the job based on the skills and experience you have presented to them at the interview.

If you don't understand a question, please ask someone to repeat it or re-phrase it. If you just can't think at the moment, ask that they come back to that question.

At the end of the interview, you will be given a chance to ask questions and to add anything else that you feel hasn't been asked that will enhance your chances of success. Remember, this is your chance to convince the Selection Panel that you **are** the person for the job.

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## THE DECISION

Once all interviews have been completed, each member of the Selection Panel adds up all of their scores for each interviewee, then ranks each one compared to the others by first, second, third and so on. Once each member has completed this portion, they meet and discuss the rankings and determine who the most qualified person for the job is.

The Human Resource Officer will call each interviewee and give the good news to the person selected and give the disappointing news to the others. All unsuccessful applicants will also receive a letter advising them of the outcome.

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## CHECKLIST

- ◇ Read about the job
- ◇ Phone or visit [www.sorell.tas.gov.au](http://www.sorell.tas.gov.au) for the Position Description
- ◇ Begin with your name, address and daytime phone on the first page
- ◇ Answer the Selection Criteria, both Essential and Desirable
- ◇ Send a current resume
- ◇ Give the names and phone numbers of your referees
- ◇ Get your submission in on time